

Date of Meeting: July 19, 2022

**# 19f**

**BOARD OF SUPERVISORS  
BUSINESS MEETING  
ACTION ITEM**

**SUBJECT:** **FINANCE/GOVERNMENT OPERATIONS AND  
ECONOMIC DEVELOPMENT COMMITTEE REPORT:  
Award Authority During Summer Recess**

**ELECTION DISTRICT(S):** Countywide

**CRITICAL ACTION DATE:** July 19, 2022

**STAFF CONTACTS:** Cheryl L. Middleton, Finance and Budget  
John Sandy, Finance and Budget  
Ernest Brown, General Services

**PURPOSE:** To seek authorization to award any contracts or leases that require action during the Board of Supervisors' (Board) August 2022 recess.

**RECOMMENDATIONS:**

**Finance/Government Operations and Economic Development Committee (FGOEDC):** At the FGOEDC meeting on July 12, 2022, the FGOEDC recommended (5-0) that the Board authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the Board's summer recess (August 2022) that are fully funded and cannot be delayed until the September 13, 2022, FGOEDC meeting. The FGOEDC further recommended that the Board authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2022, FGOEDC meeting.

**Staff:** Staff concurs with the FGOEDC recommendation.

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**BACKGROUND:** The Board and Standing Committees are taking recess during the month of August 2022. As the County's business continues during the Board's summer recess, there may be contracts and leases above staff authority that will need to be awarded or amended. For reference, staff has authority to award and renew contracts up to the following values: Invitations for Bid - \$8,000,000, Requests for Proposal - \$2,000,000, Rideable/Cooperative Contracts - \$2,000,000, and Sole Source Contracts - \$1,000,000. The Board has traditionally authorized staff to award contracts that cannot be delayed until the first meeting in September provided sufficient funding is available. Staff will provide an information report to the FGOEDC regarding the contracts and leases awarded during this time frame at its September 13, 2022, meeting. As

proposed by staff, contracts and leases that are not fully funded would not be eligible for award under this temporary authority.

**ISSUES:** This action will allow staff to continue to work as needed so that contracts and leases may commence and/or not be delayed as a result of the Board's summer recess. At this time, it is anticipated that only one contract may require action between July 20, 2022, and September 13, 2022, as identified in Attachment 1. However, it is possible that other urgent or unforeseen contracts will be required during the summer recess.

**FISCAL IMPACT:** As proposed by staff, contracts and leases not fully funded would not be eligible for award under this temporary authority.

**ALTERNATIVES:**

1. The Board may choose to authorize the County Administrator, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the summer recess that are fully funded and cannot be delayed until the September 13, 2022 FGOEDC meeting, as well as authorize the County Administrator, through the Director of General Services, to enter into any leases during the summer recess that are fully funded and cannot be delayed until the September 13, 2022, FGOEDC meeting.
2. The Board may direct staff to hold all awards until after the recess. This option is not recommended, as it could cause significant delays in service delivery and project completion.

**DRAFT MOTIONS:**

1. I move the recommendation of the Finance/Government Operations and Economic Development Committee to the Board of Supervisors that the County Administrator be authorized, through the Purchasing Agent, to enter into any urgent or unforeseen contracts during the Board of Supervisors' summer recess (August 2022) that are fully funded and cannot be delayed until the September 13, 2022, Finance/Government Operations and Economic Development Committee meeting.

I further move the recommendation of the Finance/Government Operations and Economic Development Committee to the Board of Supervisors that the County Administrator be authorized, through the Director of General Services, to enter into any leases during the Board of Supervisors' summer recess (August 2022) that are fully funded and cannot be delayed until the September 13, 2022, Finance/Government Operations and Economic Development Committee meeting.

OR

2. I move an alternate motion.

**ATTACHMENT(S):**

1. List of Contracts Requiring Action During Summer Recess

## Contracts Requiring Action During Summer Recess

### 1. Contract Award/Fuel Services

*Reference:* FY 2023 Department of General Services Budget

*Description:* The Department of General Services currently uses a cooperative contract with Quarles Petroleum, Inc., through Loudoun County Public Schools (LCPS), to provide automatic delivery of diesel and unleaded fuels to various County sites. Beginning November 1, 2020, the County began purchasing vehicle fuel directly from Quarles for the County's General, Emergency Services, Volunteer Fire and Rescue and Transit Fleets. The contract award was authorized under staff award authority in the amount of \$2,000,000 in October 2020. The Board approved the renewal of the Quarles Petroleum, Inc. (Quarles) in the estimated amount of \$4,000,000 for the period of September 1, 2021 through August 31, 2022 on [September 21, 2021](#). This contract will expire on August 31, 2022. LCPS issued a new Request for Proposal for these services on May 6, 2022. Proposals were received and LCPS intends to award a contract to Quarles.

This contract includes the price of delivery to County owned locations at the Central Garage and the Valley Service Center in the per gallon cost for Unleaded Gasoline and On-Road Diesel. The County would also be charged the same per gallon costs at all Quarles commercial locations throughout the area. In-addition, the contract provides the option to designate selected vehicles to purchase fuel at retail locations when conducting business outside of the Quarles Service area at the advertised price at the pump.

*Reason for Summer Award:* Although LCPS has selected Quarles for contract award, the contract requires approval by the LCPS Finance and Operations Committee and School Board in August. Staff cannot award a contract until LCPS finalizes their contract award.

*Estimated Cost:* \$5,500,000

*Funding Source:* FY 2023 Adopted Operating Budget

*Staff Contacts:* Brian Miller, General Services  
Ernest Brown, General Services  
Diane C. Smith, Finance and Budget  
John Sandy, Finance and Budget